

## **POLICE OFFICER OPENING**

The City of Willmar is accepting applications for the position of police officer. We are both an equal opportunity and affirmative action employer, committed to diversity and strongly encourage candidates of all backgrounds to apply.

Qualified candidates must have: a high school diploma or equivalent, completed two years of post-secondary education in law enforcement or related field, have a valid driver's license, and meet one of the criteria listed below:

1. Be a licensed full-time police officer in Minnesota; or
2. Be a full-time certified police officer in another state meeting the Minnesota reciprocity requirements; or
3. Be eligible to be licensed as a full-time police officer in Minnesota by time of appointment.

Application forms may be obtained by any of the following methods:

- Download from the City of Willmar website: <http://www.willmarmn.gov>
- Email request to: [police@willmarmn.gov](mailto:police@willmarmn.gov)
- Call the Willmar Police Department, 320-214-6700 ext. 3140, to request a copy be mailed to you, or request a form in person at the Police Department, 2201 23<sup>rd</sup> Street NE, Willmar.

We expect to hire one full-time officer ASAP to fill a vacancy and establish an eligibility list to fill future vacancies within the Willmar Police Department. Information relating to our community, department structure, the job description, benefits package, and salary range will be sent upon request.

All applicants are required to take and pass a written exam, which can be taken on either April 22, 2015 or April 25, 2015. Applicants who are eligible to take the written exam will receive confirmation of the time and location of the exam.

After the written test, applicants successfully meeting a test score level set by the Willmar Police Civil Service Commission will be eligible to partake in the oral interview process. Oral interviews are scheduled by appointment and will occur during the timeframe of May 19-21, 2015.

Completed applications, cover letters and résumés must be returned to the Secretary of the Police Commission, c/o Willmar Police Department, 2201 23<sup>rd</sup> Street NE, Suite 102, Willmar, Minnesota 56201, **by 4:30 p.m. on April 15, 2015.**

Any applicant wishing to apply for veteran's preference points under MN Statutes 43A.11, 197.455, or 197.48, must also complete and return the Application for Veteran's Preference Points, included with the Application for Employment.